

**STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION**

2501 East Sahara Avenue, Suite 102 * Las Vegas, NV 89104-4137 * (702) 486-4033
e-mail: realest@red.state.nv.us <http://red.nv.gov/>

**TIMESHARE AGENT LICENSE
CHECKLIST AND APPLICATION**

The filing of this application **does not** authorize the applicant to conduct any activity for which a license is required. Involvement in any such activity before any license is issued may be grounds for denial of the license, subsequent suspension, or revocation of a license.

Prior to submitting this application, be sure each question has been completely, thoroughly, and honestly answered. This application must be signed and notarized, contain all supporting documentation, and payment for the fee. Fees are non-refundable.

☐ **APPLICATION:** Residents and non-residents 18 years or older, may apply with a complete application form 519.

☐ **STATE AND FBI CRIMINAL INVESTIGATION:** Attach to your application Hard copy cards and fee **OR** Fingerprint vendor verification form:

Hard Copy Cards: Complete ***TWO*** (2) white fingerprint cards with blue lines. A separate **CASHIER'S CHECK** or **MONEY ORDER** for **\$38.25** made payable to the **Department of Public Safety (DPS)** must accompany the **hard copy** cards. Attach the prints and ALL applicable fees to the application and forward to the Real Estate Division. The Division will forward the prints and fingerprinting fee to the Department of Public Safety for processing.

OR

LiveScan: Verification of fingerprints taken electronically by an approved vendor. See [Form 619](#) for list of vendors for their address, phone number, and fee.

☐ **NON-US CITIZENS:** Please provide proof of eligibility to work. Copies may be enlarged.

☐ **EDUCATION:** Provide a copy of the 14 hour timeshare course certificate issued by an approved provider. See provider list available on the division website under the forms menu [Form 502](#).

☐ **EXAM:** PSI examination service will provide proof of passing the exam. Please provide the original Certificate of passing upon application. Contact PSI examination service at (800) 733-9267 or utilize the web address at www.psiexams.com. A non-transferable non-refundable fee in the amount of \$100.00 per exam is accepted by PSI in the form of Visa or Master Card through telephone, fax, or internet registration. Mail in registrations are payable by Cashiers Check or Money Order made payable to PSI.

☐ **FEE:** **\$200.00** license fee

☐ **BACKGROUND INVESTIGATION REPORT:** Attach a copy of the background investigative report performed by the timeshare project, project broker, broker, Developer, or resale company.

☐ **CIVIL APPLICANT WAIVER:** Complete the Nevada Department of Public Safety waiver form attached to the application.

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FEE: \$200.00 (New fee effective July 1, 2013)

PROV LICENSE NUMBER: _____ **FULL LICENSE NUMBER:** _____

Email address: _____ Home phone: _____

Maiden: _____ **Married:** _____ **Other:** _____

<i>EMPLOYER NAME or UNEMPLOYED</i>	<i>ADDRESS (CITY, STATE)</i>	<i>OCCUPATION</i>	<i>FROM</i>	<i>TO</i>

FP sent Date: _____ Received date - FBI: _____ State: _____

4. **RESIDENCES:** List all addresses where you have resided for the past **three (3)** years, accounting for the entire period. Set forth the exact period of time, giving month, day and year that you resided at each address. If additional spaces are needed, attach a typewritten or printed schedule

<i>NO & STREET</i>	<i>CITY</i>	<i>STATE</i>	<i>ZIP</i>	<i>FROM</i>	<i>TO</i>

5. **OTHER LICENSES:** ☐ Yes ☐ No Have you ever been issued any type of license, certification, or permit including Real Estate and/or Time Share, by a state agency or public authority in Nevada or any other state? If yes, supply the following information:

License #	Type	Issue date	Expiration date	State in which you hold/held the license

6. **CRIMINAL HISTORY AND OTHER INFORMATION:** If your answer to any of the questions listed below is YES, please attach the order of the court or agency which was rendered as a result of the proceedings. Provide full details, including the administrative agency, court, title of the proceeding, disposition and any other pertinent information on an **attached sheet**.

NO **YES**

- | | | | |
|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | a. | Have you or any business in which you are or were an owner, partner, officer or director ever been involved in an administrative proceeding regarding any professional or occupational license? |
| <input type="checkbox"/> | <input type="checkbox"/> | b. | Has any license issued to you or any partnership or corporation of which you were a member or officer by any public authority been denied, suspended or revoked? |
| <input type="checkbox"/> | <input type="checkbox"/> | c. | Has an application for any type of license been denied? |
| <input type="checkbox"/> | <input type="checkbox"/> | d. | Has a surety company declined to be surety on any bond written on you in the two years prior to the date of this application? |
| <input type="checkbox"/> | <input type="checkbox"/> | e. | Have you <u>ever</u> been charged with or arrested for a felony, gross misdemeanor, or misdemeanor? |
| <input type="checkbox"/> | <input type="checkbox"/> | f. | Have you <u>ever</u> been convicted of a felony, gross misdemeanor, or misdemeanor? |
| <input type="checkbox"/> | <input type="checkbox"/> | g. | Have you <u>ever</u> been permitted to change your plea of guilty or had a criminal conviction reversed, or had a judgment or verdict vacated? |
| <input type="checkbox"/> | <input type="checkbox"/> | h. | Have you <u>ever</u> received an executive pardon? |
| <input type="checkbox"/> | <input type="checkbox"/> | i. | Have you <u>ever</u> been convicted of, or are you under indictment for or have you entered a plea of guilty or nolo contendere to forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud or any crime involving moral turpitude? |
| <input type="checkbox"/> | <input type="checkbox"/> | j. | Are you presently on parole or probation or paying any restitution? |
| <input type="checkbox"/> | <input type="checkbox"/> | k. | Have you ever filed bankruptcy or has bankruptcy been filed against you? If filed within 7 years from the date of this application, please provide a copy of the discharge. Date of discharge_____. |

7. REPORT OF EXISTENCE OF NEVADA BUSINESS LICENSE

Pursuant to NRS 353C.1965

All applicants **MUST** complete this section. Please select **ONE** option.

☐ I have a Nevada business license number assigned by the Nevada Secretary of State upon compliance with the provisions of NRS Chapter 76.

My Nevada business license number is: _____

☐ I have applied for a Nevada business license with the Nevada Secretary of State upon compliance with the provision of NRS Chapter 76 and my application is pending.

☐ I do NOT have a Nevada business license number.

The Real Estate Division is not the arbiter of determining whether the applicant needs a business license. Information about the Nevada business license can be found on the Secretary of State's website at: <http://nvsos.gov/>

8. **CHILD SUPPORT: PURSUANT TO NRS 119A.263, your application for the issuance of this license will be denied if you do not indicate which of the provisions apply to you.**

☐ I am **NOT** subject to a court order for the support of a child.

☐ I **am** subject to a court order for the support of one or more children and **AM IN COMPLIANCE** with that order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed in that order.

☐ I **am** subject to a court order for the support of one or more children and **NOT IN COMPLIANCE** with that order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed in that order.

9. **CITIZENSHIP:** ☐ **Yes** ☐ **No** U.S. Citizen?

Non-United States citizens must provide proof of the right to work in this country as an employee or independent contractor. Attach a copy of a current I.N.S. card, Work Permit card, or permanent resident card. An application submitted to the Dept of Naturalization and Immigration is not accepted.

If No, please write your country of citizenship: _____

10. **DECLARATION: Signature of applicant-NRS 53.045**

I,(print name) _____ hereby, under penalty of perjury, declare that the answers contained in this application are true and correct; and I understand:

- That if I am subject to a court order for support of one or more children and I am not in compliance with that order or plan my application for license, certification or renewal of a license or certification will be denied;
- That I will faithfully comply with all the statutes and regulations of the State of Nevada pertaining to the conduct of real estate licensees in the State of Nevada;
- That by signing this application I authorize any person or institution to which reference is made by me in connection with the application to release or divulge to the Real Estate Division any information in the possession of such person or institution regarding me.

X

Signature of Applicant

Date

Work permit or alien registration card expiration date: (mm/dd/yyyy) _____

Nevada Real Estate Division

DEVELOPER AFFIDAVIT

(Leave section 10 blank for applicants affiliating with a timeshare resale company)

11. I, _____, an officer of the developer hereby certify that, (print the name of the applicant) _____ the herein named Time Share Sales Agent applicant, has completed the required 14 hours of instruction in ethics, the applicable laws and regulations relating to time shares, principles and practices of selling Time-shares, and NRS and NAC 119A. Further, that he/she bears a good reputation for honesty, trustworthiness and competency, and I hereby recommend that a license be granted to the applicant.

Timeshare Project company name

Address (Location where applicant will be conducting business)

City

State Postal code

Mailing Address (if applicable)

City

State Postal code

Developer company name

Broker's real estate company name

Broker's real estate license number

Name of Licensed Real Estate Broker (please print)

X

Notarized Signature of Real Estate Broker

State of _____ **County of** _____

This instrument was acknowledged before me on _____ *(date), by* _____
Print name of person signing this document

Seal

Signature of Notary

Nevada Real Estate Division

ACKNOWLEDGMENT OF BROKER

12. The Real Estate or Project Broker (Broker) of record for the **Company:** _____

Address/Location: _____

timeshare project or timeshare resale company hereby acknowledges that he/she personally knows the applicant, (Print name of Applicant) _____ and that the Broker has reviewed all of the information on the Timeshare agent application, with the applicant, and that to the best of his/her knowledge the applicant has not made any false statements of material fact or any omissions of material fact. Broker further acknowledges that if applicant has made any material misrepresentation or omission in the foregoing application, applicant's license issued pursuant to the referenced application will be invalidated. Specifically, broker acknowledges that:

(1) a report on the background of the applicant has been obtained from a licensed private investigator or other reputable source acceptable to the Division;

(2) he/she is satisfied that the applicant has a reputation for honesty, trustworthiness and competence; and

(3) that, there is a written agreement between the broker and the applicant in which applicant states the he understands and agrees that his employment in a position as a provisional sales agent will be terminated if the Division denies his application. Broker acknowledges that a FBI background investigation will be conducted by the Division.

x

Signature of Broker

State of _____ *County of* _____

This instrument was presented before me on (date) _____ *by* _____
Name of person who presents the document

seal

X

Signature of Notary



CIVIL APPLICANT WAIVER

NOTICE OF NONCRIMINAL JUSTICE APPLICANT'S RIGHTS

As an applicant who is the subject of a Federal Bureau of Investigation (FBI) fingerprint-based criminal history record check for a noncriminal justice purpose you have certain rights which are discussed below.

1. You must be notified by (enter name of submitting agency) Nevada Real Estate Division (NRED) that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.
2. If you have a criminal history record, the officials making a determination of your suitability for the job, license or other benefit for which you are applying must provide you the opportunity to complete or challenge the accuracy of the information in the record. You may review and challenge the accuracy of any and all criminal history records which are returned to the submitting agency. The proper forms and procedures will be furnished to you by the Nevada Department of Public Safety, Records Bureau upon request. If you decide to challenge that accuracy or completeness of your FBI criminal history record, Title 28 of the Code of Federal Regulations Section 16.34 provides for the proper procedure to do so:

16.34 – Procedure to obtain change, correction or updating of identification records.

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

3. Based on 28CFR § 50.12 (b), officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
4. You have the right to expect that officials receiving the results of the fingerprint-based criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal or state statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.
5. I hereby authorize (enter name of the requesting agency) Nevada Real Estate Division (NRED), to submit a set of my fingerprints to the Nevada Department of Public Safety, Records Bureau for the purpose of accessing and reviewing State of Nevada and FBI criminal history records that may pertain to me.
In giving this authorization, I expressly understand that the records may include information pertaining to notations of arrest, detentions, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agency. For records containing final court disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable.

6. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the submitting agency for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

In consideration for processing my application I, the undersigned, whose name and signature voluntarily appears below; do hereby and irrevocably agree to the above.

Applicant's Name: _____
(PLEASE PRINT LAST, FIRST, MIDDLE)

Address: _____

Applicant's Signature: _____

Date: _____

Submitting Agency: Nevada Real Estate Division (NRED)

Address: 2501 E. Sahara, Suite 102, Las Vegas, NV 89104

Agency representative: _____
(PLEASE PRINT LAST, FIRST, MIDDLE)

Agency representative's Signature: _____

Date: _____